



**UNITED STATES MARINE CORPS**  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 11101.27L

4

22 Oct 02

COMBAT CENTER ORDER 11101.27L

From: Commanding General  
To: Distribution List

Subj: BACHELOR ENLISTED QUARTERS (BEQ) BILLETING REPORT

Ref: (a) MCO P11000.22

Encl: (1) Instructions and Sample Format for Billeting Report

1. Situation. To promulgate instructions for submission of the "Monthly Billeting Report."
2. Cancellation. CCO 11101.27K.
3. Mission. All units aboard the Combat Center are required to submit enlisted bachelor housing data to the Bachelor Housing Manager for the purpose of proper accountability and management of bachelor housing assets aboard this Base. The information compiled from the Bachelor Housing Reports is utilized in making approval or disapproval of Basic Allowance for Housing (BAH) "Own Right" requests and space allocation for units/personnel residing in the BEQ spaces.
4. Execution
  - a. Commanding Officers will ensure timely submission of the monthly report in accordance with instructions contained in enclosure (1).
  - b. Headquarters Battalion and the Sergeants Course will submit monthly reports to the Bachelor Housing Office in accordance with enclosure (1).
  - c. 1st Marine Division units will submit monthly reports to the Bachelor Housing Office in accordance with enclosure (1), along with a copy to the 7th Marine Regiment (S-4).
  - d. Marine Corps Communication - Electronics School, Combat Service Support Group - 1, Marine Wing Support Squadron - 374 and Marine Unmanned Aerial Vehicle Squadron - 1 will submit monthly reports to the Bachelor Housing Office in accordance with enclosure (1).
  - e. Bachelor Housing will track all other BEQ transient utilization for reporting purposes.
5. Administration and Logistics. Distribution Statement A-1 directives issued by the Commanding General are distributed via guard mail. This Order can be viewed at <http://www.29palms.usmc.mil/manpower/adj>.
6. Command and Signal
  - a. Signal. This Order is effective the date signed.

CCO 11101.27L

b. Command. This Order is applicable to the Marine Corps Total Force.



J. D. NICHOLS  
Chief of Staff

DISTRIBUTION: A-1

Instructions and Sample Format for Billeting Report

1. The billeting report information will be submitted electronically in Microsoft Excel format. An electronic file will be sent out to each unit that needs to submit the monthly report.
2. Save the file. Each file will have a name, i.e. MAGTFTC\_HQBN.xls.
3. Fill in blanks for each submission and submit per instruction in paragraph (4) to the Bachelor Housing Office by the third workday of each month for the month prior.
4. The example below addresses the various categories by grade. Each unit will only display information requested.
5. Point of contact on the matter is Raeanne E. Peterson, (760)830-7375 or (760)830-5980 fax.

ENCLOSURE (1)

BILLETING REPORT FOR MONTH OF: MM/YYYY  
UNIT

## TOTAL NUMBER OF PERSONNEL ASSIGNED TO UNIT

E1-E3	E4	E5	E6-E9	OFFICER

## TOTAL NUMBER OF BONAFIDE BACHELOR MALE OR FEMALE

## BACHELOR MALE ASSIGNED TO UNIT

E1-E3	E4	E5

## BONAFIDE BACHELOR MALE

## BONAFIDE BACHELOR FEMALE

## LIVING IN BARRACKS

## LIVING IN BARRACKS

BLDG #

E1-E3 E4 E5

E1-E3 E4 E5

DECK

1  
2  
3  
4


1  
2  
3  
4


## GEO BACHELORS MALE

## GEO BACHELOR FEMALE

## LIVING IN BARRACKS

## LIVING IN BARRACKS

BLDG #

E1-E3 E4 E5

E1-E3 E4 E5

DECK

1  
2  
3  
4


1  
2  
3  
4


## BONAFIDE BACHELOR MALE

## BONAFIDE BACHELOR FEMALE

## LIVING IN BARRACKS

## LIVING IN BARRACKS

BLDG #

E1-E3 E4 E5

E1-E3 E4 E5

DECK

1  
2  
3  
4


1  
2  
3  
4


## GEO BACHELORS MALE

## GEO BACHELOR FEMALE

## LIVING IN BARRACKS

## LIVING IN BARRACKS

BLDG #

E1-E3 E4 E5

E1-E3 E4 E5

DECK

1  
2  
3  
4


1  
2  
3  
4


## PERSONNEL RECEIVING BAH "OWN RIGHT"

E1	E2	E3	E4	E5	E6-E9	OFFICER